

Daily Action Plan of a Champion

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Daily Action Plan

(Time to complete plan maximum of 10 minutes)

Name: _____ Date: _____

Start Time: _____ End Time: _____ Bed Time: _____

Must do from Yesterday:

1.) Task: _____ Time: _____

2.) Task: _____ Time: _____

Break time frequency: _____ and duration: _____ Time: _____

1.) Faith/Spiritual

The one thing that I need to do for my Spiritual life today:

1.) _____ Time: _____

Reading (what): _____ Time: _____

Prayer (for who or what): _____ Time: _____

Meditation (on what): _____ Time: _____

Total F/S Time (in minutes): _____

2.) Health and Nutrition

The one thing that I need to do for my Health and Nutrition today:

1.) _____ Time: _____

Exercise regiment: _____ Time: _____

Meals: Breakfast: _____ Time: _____

Lunch: _____ Time: _____

Dinner: _____ Time: _____

Snacks: Mid AM _____ Time (in minutes): _____ Mid PM _____ Time: _____

Total H&N Time (in minutes): _____

3.) Family/Friends

The one thing that I need to do for my Family today:

1.) _____ Time: _____

To be done for or with spouse: _____ Time: _____

To be done with kids: _____ Time: _____

To do for the rest of the family: _____ Time: _____

Friends to reach out to: _____ Time: _____

Total F&F Time (in minutes): _____

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4.) Business

The one thing that I need to do for my Business today:

1.) _____ Time (in minutes): _____

Education:

Reading books: _____ Time: _____ Web Reading: _____ Time: _____

Audio (podcast/Lectures): _____ Time: _____ Video: _____ Time: _____

Planning:

New idea creation: _____ Time: _____

Development of products or services: _____ Time: _____

Planning: Appointments: _____ Time: _____

Calendars events: _____ Time: _____

Implementation:

Must do tasks: _____ Time: _____

Growing network activities (new): _____ Time: _____

Connecting:

Calls to be made: _____ Time: _____

Emails to be sent: _____ Time: _____

Social networking response:

Network 1) _____ Time: _____

Network 2) _____ Time: _____

Network 3) _____ Time: _____

Network 4) _____ Time: _____

Social networking growth activities: _____ Time: _____

Trade specific to do task:

1.) Task: _____ Time: _____

2.) Task: _____ Time: _____

Free time:

3.) Task: _____ Time: _____

4.) Task: _____ Time: _____

Total B Time (in minutes): _____

Total time needed for today: _____ Start time + Needed time= End time: _____

5.) Evaluation:

Not completed tasks in today's time frame:

1.) _____ Time needed: _____

2.) _____ Time needed: _____

Follow up/ carryover to tomorrow _____